



DEPARTMENT OF PUBLIC UTILITIES SAFETY POLICY MEMORANDUM

POLICY NUMBER: 2	DATE: April 17, 2002
TITLE: Safety Training Program	APPROVED BY: Martin McIntyre

REFERENCE

Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509 - 1510

Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203

ANSI Z490-1, 2000, Accepted Practices in Safety, Health, and Environmental Training

PURPOSE

To establish an uniform training program within the Department of Public Utilities.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible for providing training and instruction to their employees. This may be accomplished:

Through personal instruction and training; or

Through providing outside instruction and training; or

By arranging for instruction and training using resources within their control.

Supervisors shall arrange for training and instruction:

When a safety program is first established, it shall be communicated to employees.

All new employees shall receive an orientation beginning on their first day at work. This orientation shall explain the general hazards to which the employee shall be exposed and the specific hazards of the job to be performed.

SAFETY TRAINING PROGRAM

Page 2

April 17, 2002

To all employees given new job assignments for which training has not previously been received.

Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard or previously unrecognized hazard.

Where employees are subject to known job site hazards (such as: flammable liquids and gases, poisons, caustics, harmful plants and animals, toxic materials, confined spaces, etc.), they shall be instructed in the recognition of the hazard, in the procedures for protecting themselves from injury, and in the first aid procedure in the event of injury.

As required by regulatory/statutory authority.

Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

Supervisors shall permit only qualified persons to operate equipment and machinery.

Supervisors shall familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

When conducting training, supervisors shall evaluate employee knowledge of safety and health hazards through practical exercises, tests, examinations, or equivalent.

TRAINING DOCUMENTATION

Documentation of safety and health training required for each employee shall include:

The employee's name and signature

The instructor's name and signature

The date of training

An outline of the training

Any tests or examinations used to verify understanding of training

This documentation shall be retained as a permanent part of the employee's record.

SUPERVISORS' SAFETY TRAINING

Page 3

April 17, 2002

SUPERVISORS' SAFETY TRAINING

Purpose

To develop and maintain superior safety knowledge and skills among the supervisors and safety officers of the department.

To offer learning opportunity to non-supervisory employees seeking advancement.

Policy

It is the policy of the Department of Public Utilities that every supervisor and designated safety officer shall demonstrate thorough knowledge of and competence in the (17) areas of safety training addressed by the Supervisors' Safety Training Program. A person can demonstrate such knowledge and skill by (1) passing a unit challenge examination or (2) participating in the safety training program offered by the Department.

Definitions

For the purposes of this policy, the following definitions shall apply.

Supervisor An employee regularly assigned to lead or supervise others, including all classes of Leadworker with the exception of Solid Waste Leadworkers assigned as drivers.

Safety Officer Any person designated with responsibility for safety inspection or training in the department or a division.

Thorough knowledge and competence Understanding of and the ability to communicate the information in each area of study, as demonstrated by answering 70% of the examination questions correctly.

Challenge examination An objective test of classroom material, administered in the place of the prescribed course of study.

Safety Training Program The National Safety Council's *Supervisors' Development Program* (1992), an internal safety training program consisting of 17 modules, offered in nine half-day sessions.

SUPERVISORS' SAFETY TRAINING

Page 4

April 17, 2002

Responsibilities

The Department Director will authorize such commitment of resources as is necessary to carry out this policy.

The Department Director will require accountability of all subordinates for the implementation and maintenance of this policy.

The Division Managers will require accountability of all subordinates for the implementation and maintenance of this policy.

The Division Managers will identify or cause to be identified all employees subject to this policy and will mandate their compliance. This includes orientation of new employees.

The Division Managers will have discretion to select non-supervisory employees to participate in the program.

Supervisors and Team Leaders may recommend the participation of non-supervisory employees seeking advancement.

Supervisors and Team Leaders will observe, assess and report on safety implementation to the Division Safety Team.

General Policy

This policy supplements any and all safety training requirements required by federal, state or local laws and regulations.

Meeting the requirements of this policy is considered a standard of performance for those persons identified above as supervisors and designated safety officers.

Changes to this policy shall be proposed to the Departmental Safety Team.

Any employee may propose changes to this policy, through their appropriate division safety team.

All affected employees will participate in a mandatory annual four-hour refresher course which includes updated material and a general re-testing.

Procedures

Within 180 days of adoption of this policy.

SUPERVISORS' SAFETY TRAINING

Page 5

April 17, 2002

Every supervisor and designated safety officer will either pass challenge examinations or enroll in the safety training program.

The Departmental Safety Team will make available challenge examinations for each of the seventeen (17) training units.

The Departmental Safety Team will schedule sufficient classes to provide training to all affected employees.

Training in this policy will be conducted through tailgate sessions for every employee, whether affected by the policy or not. This tailgate training must be included in any new employee orientation.

Non-supervisory employees may participate in the program based on space available and recommendation of Division Managers.